

ATTORNEY OF PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
BAR NO: ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 Limited Civil Case 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110		
PLAINTIFF: DEFENDANT:		
REQUEST FOR TELEPHONIC APPEARANCE		CASE NUMBER:

Pursuant to the provisions of Rule 298 of the California Rules of Court, the parties listed below are requesting to appear by telephone for the hearing set below:

Case Name: _____ Case No: _____

Title of: CMC/Hearing: _____ Courtroom #: _____

CMC/Hearing Date: _____ Time: _____

List only parties/counsel who will be participating by telephone

Name: Address: City, State, Zip:	Telephone:	Fax:
Name: Address: City, State, Zip:	Telephone:	Fax:
Name: Address: City, State, Zip:	Telephone:	Fax:

Please Note:

1. This form must be either delivered or faxed to the processing clerk no later than 5 working days before the scheduled hearing. Copies of the form must be served on all parties. All requests will be considered approved unless otherwise contacted.
2. This form must include the date, time, courtroom and type of hearing, as well as the name, address, telephone and fax number of the parties requesting a telephonic appearance. This form is for case management conference, probate and law and motion only. It is not appropriate for mandatory settlement conferences.
3. There is a fee for this service to be collected by CourtCall. The requesting party must file this form with the court and contact CourtCall at 1-888-882-6878 to make arrangements for conference call set-up and payment.
4. If the hearing is continued the requesting party must notify CourtCall of the continuance prior to the scheduled hearing date to have their fee applied to the continued hearing.
5. Matters continued at the time of the hearing require a new form and fee for the continued date. Parties that have not paid prior telephonic appearance fees may not appear by telephone until these amounts have been paid in full.
6. All provisions of this rule require strict compliance. Any failure to comply may result in the denial of the request to appear by telephone or the parties being subject to sanctions.

Signed: _____

Dated: _____